

CIVILIAN PERSONNEL

AMC

QUALITY ASSURANCE SPECIALIST  
(AMMUNITION SURVEILLANCE)  
CAREER INTERN  
TRAINING PROGRAM

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HEADQUARTERS, U.S. ARMY MATERIEL COMMAND

DEPARTMENT OF THE ARMY  
HEADQUARTERS, UNITED STATES ARMY MATERIEL COMMAND  
5001 EISENHOWER AVENUE, ALEXANDRIA, VA 22333-0001

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Civilian Personnel

QUALITY ASSURANCE SPECIALIST (AMMUNITION SURVEILLANCE)  
CAREER INTERN TRAINING

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1. **Purpose.** This pamphlet prescribes a comprehensive training program and serves as a program of instruction (POI) that will prepare U.S. Army Materiel Command (AMC) career interns for journeyperson- level performance in the Quality Assurance Specialist (Ammunition Surveillance) (QASAS) career field at AMC commands, installations, and activities. Career interns who successfully complete the program will have the background for subsequent progression into middle- and upper-level positions in the QASAS career program.

2. **Scope.** This pamphlet applies to AMC QASAS career interns, activity career program managers (ACPM), civilian personnel officers (CPO), and QASAS personnel at installations and activities designated as training sites for QASAS career interns.

3. **Program summary.** a. Participants in the program are designated as QASAS career interns. They will receive training for target journeyperson positions at the GS-9 level in the GS-1910 series.

b. This is a 2-year training program which includes extensive formal classroom and performance training at the U.S. Army Defense Ammunition Center and School (USADACS) and on-the-job training (OJT) period at the installation/permanent duty location (PDL). The training program is structured as follows:

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\*This pamphlet supersedes DARCOM-F 690-3-20, 13 July 1984.

	<u>Weeks*</u>	<u>Hours</u>
Formal school training:		
Classroom (academic)		
Training, Ammunition School	66	2,636
On-the-job training		
at installation/PDL	26	1,044
Nonacademic time--(2-year period)		
Commanders time, leave, and holidays	<u>12</u>	<u>480</u>
TOTAL TRAINING PERIOD	104	4,160

(1) The first 2,636 hours will consist of a general orientation course and the formal sequential technical training in the QASAS career field.

(2) The career interns are then transferred as GS-7s to their first PDL for the final 1,044 hours in rotational assignments in various QASAS duties.

(3) OJT at the PDL provides for the acquisition of necessary knowledge, skills, and understanding in the environment of an operating quality assurance surveillance organization while under competent supervision. Work experiences involve progressively more difficult and complex assignments until, by the end of the training, the career intern is fully qualified to function as a journey person.

**4. Permanent duty location.** Because of the changing staffing needs for these careerists, the PDL for a particular career intern can seldom be identified until the latter part of the formal school training. PDL determinations are based on the immediate needs of the program; the ability to provide OJT; the long-range and commandwide staffing requirements; and wherever possible, on the preferences of the career intern. Such determinations will be made and communicated to the career intern as early as is feasible in order to permit individual planning and preparation.

**5. Program implementation.** a. To implement provisions of this pamphlet, an individual development plan (IDP) for each intern will be developed by the ACPM, or a designated representative, in coordination with the employee development specialist (EDS). The IDP should be prepared within 30 days of the intern's arrival at the training site and reviewed or updated on at least a semiannual basis. The purpose is to provide a training guide that may be used on a day-to-day basis and during evaluation visits by functional career management or other officials. The plan should show projected training by POI subject area, hours of training to be completed, when training is scheduled, type of training, and the responsible supervisor/trainer for each POI subject area. In developing an IDP, consideration should be given to the background of the intern relative to the POI requirements. Guidelines for developing IDPs are found in AR 690-950, chapter 3.

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\*Weeks have been rounded to nearest whole number.

b. The IDP will be signed by the intern, the intern's supervisor, the EDS, and the ACPM; copies will be given to the intern and to the servicing CPO to be available for review by evaluation teams. Individual supervisors/trainers to whom interns will be assigned for training will be given the applicable portions of the IDP and this pamphlet for implementation. A copy should also be sent to USADACS, Savanna, IL 61074-9639.

6. **Program flexibility.** To permit reasonable adjustment and, as necessary, to meet the needs of the individual career intern and the circumstances at the training site, the time for each unit of instruction is specified in terms of the actual number of hours intended to be provided. Training times indicated in the formal schools or OJT periods should not be increased or reduced by more than 25 percent without prior approval of the AMC career program manager (CPM). When learning objectives are met prior to the time specified, the balance of the available time should be devoted to related productive assignments. Where necessary to ensure full mastery of a given segment, the time in that segment may be extended.

7. **Evaluation and progress reporting.** The performance and progress of the intern and the quality of the training program are subject to evaluation throughout the training period. The intern's ability, comprehension, attitude, diligence, judgment, initiative, reliability, and effectiveness in working with others are appraised as part of the normal daily supervision; feedback concerning strengths, as well as weaknesses, is an essential element of the program. Two elements of the evaluation process are--

a. Interns will have semiannual performance appraisals instead of annual appraisals as required for other career employees under the Performance Management System (PMS). The rating period will be every 6 months, starting with the intern's entrance on-duty date. Upon change of an intern's rating supervisor, regardless of the number of days involved, an interim appraisal will be completed on a separate DA Form 5398 (Civilian Performance Rating), signed by both the supervisor and intern, and given to the new rating supervisor. At the end of the semiannual rating period, the intern's current supervisor will complete and certify the final appraisal using the interim appraisals as support. Since interns already have an IDP, Part III, DA Form 5398, normally will not be used to record their IDP. AR 690-950, chapter 3, provides guidelines for intern performance appraisals.

b. It is the policy of this command that Part III, item 10 of DA Form 5398, be used to document OJT completed by the intern during the rating period. The total number of hours spent on training after completion of formal training at USADACS should be provided. Copies of all Department of the Army (DA) Civilian Training Education and Development (CTED) interns' semiannual performance ratings must be forwarded to the U.S. Army Logistics Management College, Directorate of Intern Training and Career Development, ATTN: AMXMC-DITCD, Fort Lee, VA 23801-6055, immediately upon completion.

8. **Sponsorship program.** a. A sponsorship program is necessary for AMC career interns entering on duty at formal schools and at designated PDLs for specialized training.

b. A sponsorship program is a primary responsibility of the Chief, Ammunition School or the ACPM, as appropriate, in coordination with the servicing CPO action officer.

c. The AMC Career Intern Program (CIP) sponsorship effort will normally require designating an individual as a personalized contact point. The sponsor will provide the necessary advance information to the AMC career intern by mail or by telephone, and provide additional information in person after entry on duty by the career intern. The type of assistance the sponsor should give includes the following: directions for reporting for duty; specific requirements for processing/completing forms; type of dress required; temporary accommodation and local transportation information; local permanent housing information; introduction to workers, trainers, coordinators, supervisors, managers, and the ACPM, as available and appropriate; motor vehicle registration and licensing requirements; and miscellaneous information such as voting, taxing, medical facilities, cost of living, schools, and churches.

d. In the event the AMC career intern is not informed of the sponsorship program, either before or upon arrival at the formal school or training site, the intern should contact the Chief, Ammunition School or the ACPM to determine the status of the program, and inquire as to where to obtain the required information.

9. **Learning objectives.** Summary and comprehensive learning objectives exist for each stage of training and are described as part of the outline of the training program, which comprises the appendixes to this pamphlet. Attainment of these objectives will be determined as follows:

a. Attainment of summary learning objectives for each major area of training (e.g., conventional ammunition) will be judged by the ACPM. The Ammunition School staff will participate in the determination of satisfactory/unsatisfactory performance as required. Such determinations will be made a matter of record in the career intern's training file at the completion of each area of training.

b. Attainment of comprehensive learning objectives will be determined at the end of each phase of training by the Director, USADACS. This determination will be based on a review of the progress reports from the entire phase of training and on comments furnished by supervisors and instructors.

10. **Unsatisfactory performance.** In accordance with applicable regulations, interns will be subject to adverse action upon conclusive documentation of substandard performance at anytime during the training program. Interns with minimally acceptable ratings will not be promoted to the next higher grade until the deficiency that caused the rating is corrected. If deficiency cannot be corrected, the intern will be removed from the intern program. The intern can be reassigned or changed to a lower-grade position for which qualified or separated.

The proponent of this pamphlet is the U.S. Army Materiel Command. Users are invited to send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) to Commander, AMC, ATTN: AMCPE-CC-T, 5001 Eisenhower Ave., Alexandria, VA 22333-0001.

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<sup>1</sup> Addressees are requested to provide one copy to the ACPM, the career intern coordinator, the employee development specialist in the servicing CPO, and each AMC QASAS career intern.

Appendix A  
FORMAL SCHOOLS

CONTENTS	TRAINING HOURS	POI PAGE REFERENCE
GENERAL ORIENTATION AND FORMAL CLASSROOM	2,956	
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E. NONACADEMIC TIME.	320	A-3
C. FORMAL TRAINING.	2,636	A-3
1. AMC Orientation for Career Interns.	40	A-3
2. Intern Leadership Development Course.	40	A-3
3. Conventional Ammunition.	900	A-3
4. Guided Missile Ammunition and Chemical Munitions.	536	A-4
5. Nuclear Weapons Ammunition.	792	A-6
6. Ammunition Logistics.	<u>328</u>	A-7
TOTAL	2,956	

Appendix A--Continued

A. COMPREHENSIVE LEARNING OBJECTIVES. Upon successful completion of formal schools training, the GASAS career intern will be able to demonstrate proficiency with the policies, principles, and procedures pertaining to the material covered in the following courses:

1. AMC Orientation Course for Career Interns.
2. Intern Leadership Development Course.
3. Basic Ammunition Surveillance.
4. Conventional Ammunition Surveillance.
5. Surveillance of Maintenance and Demilitarization Operations.
6. Basic Guided Missile Ammunition Course.
7. Land Combat Missiles.
8. Air Defense Missiles.
9. Chemical Surety Materiel.
10. Chemical Hazard Prediction.
11. Basic Nuclear Weapons.
12. Nuclear Weapons Applications.
13. Nuclear Weapons Calibrations.
14. Nuclear Accident/Incident Response and Assistance Operations.
15. Technical Transportation of Hazardous Materials (MTMC-2).
16. Math for Ammunition Quality Evaluation.
17. Ammunition Quality Evaluation.
18. Intermodal Dry Cargo/CSC Reinspection.
19. Army Ammunition Plant Surveillance Quality Assurance.



## Appendix A--Continued

CONTENTS	TRAINING HOURS
<p>To successfully complete formal training, career interns must pass each course with an overall 75 percent or higher average. In addition to the overall average requirement, career interns must pass the following subcourses with a grade of 75 percent or higher: Nuclear Weapons Surveillance (Quality Audit) within the Basic Nuclear Weapons Course and the systems subcourses within the Nuclear Weapons Applications Course. In the Chemical Surety Materiel Course, in addition to the overall average requirement, each career intern must be able to--a. achieve proper seal with protective mask; b. demonstrate absence of claustrophobia while in protective gear; c. be free of allergic reactions to butyl rubber; and d. demonstrate proficiency in the following three areas (maximum of two tries for each):</p> <p>(1) inspect and determine serviceability of protective mask;</p> <p>(2) properly fit the protective mask; and (3) properly don the protective mask.</p>	
B. NONACADEMIC TIME. This includes commander's time and annual and sick leave.	320
C. FORMAL TRAINING.	2,636
<p>1. AMC Orientation for Career Interns. a. The AMC Orientation for Career Interns is divided into two phases. Phase I is an individual effort study package provided the career intern immediately upon arrival at the Ammunition School. Approximately 3 weeks will be allowed for completion of phase I, after which a 2-hour (classroom) test will be given.</p>	40
<p>b. Phase II of this training is functionalized into the ammunition commodity and management training given at the Ammunition School.</p>	
<p>2. Intern Leadership Development Course. The career intern will understand the characteristics of leadership and how leadership skills apply to the intern's occupation and position, as well as to Total Army Goals. Onsite offerings will be scheduled at various DA activities by the Center for Army Leadership, Fort Leavenworth, KS.</p>	40
<p>3. Conventional Ammunition. Career interns will display proficiency through written and practical examinations periodically throughout each course.</p>	900
<p>a. Basic Ammunition Surveillance Course--Summary Learning Objective. To provide ammunition surveillance training for those entering the QASAS CIP. This training</p>	(280)

## Appendix A--Continued

CONTENTS	TRAINING HOURS
includes an introduction to those Department of Defense (DOD) and DA organizations responsible for ammunition logistics and publications used in the conventional ammunition operations and activities. Study is provided in basic ammunition surveillance fundamentals such as: correspondence, report writing, telecommunications, and interpretation of ammunition drawings. Study of explosives, solid propellants, and chemical agents, as well as ammunition tools and gages, is presented. Basic Ammunition Surveillance requirements are introduced and a field trip to typical ammunition facilities is provided.	
b. Conventional Ammunition Surveillance Course--Summary Learning Objective. To provide the QASAS career intern with technical information on ammunition items necessary to enable them to understand the rationale for the many stringent regulations pertinent to operational and explosive safety procedures required to handle, store, transport, perform stockpile reliability, and maintain and dispose of ammunition in a safe and effective manner. Considerable emphasis is placed on ammunition surveillance and explosive safety standards relative to life cycle management of ammunition.	(480)
c. Surveillance of Maintenance and Demilitarization Operations Course--Summary Learning Objective. To train the career intern in the various methods and techniques of performing maintenance and demilitarization operations at depot level with available standard or adaptable equipment that is consistent with economical, efficient, and safe operations. As a group, the students will prepare a flow chart, standard operating procedures (SOP), depot-type work order, daily production reports, and final surveillance reports to document inspection results. The student will demonstrate a proficiency in all above areas during extensive practical exercises with emphasis on the adherence to all pertinent explosive and industrial safety requirements.	(140)
4. Guided Missile Ammunition and Chemical Munitions. Career interns will display competence through written and practical examinations periodically throughout each course.	536
a. Basic Guided Missile Ammunition Course--Summary Learning Objective. To provide the necessary background training for advanced study of land combat and air defense missiles. Study includes development stages, missile structures, propulsion systems, solid and liquid propellants,	(80)

## Appendix A--Continued

CONTENTS	TRAINING HOURS
<p>protective gear, security, explosive safety, and basic guidance systems. Additionally, studies in sources of information, inspection procedures, test equipment, tools and shop practices, transportation, storage, receipt and issue, and forms and reporting pertinent to quality assurance are presented.</p>	
<p>b. Land Combat Missile Course--Summary Learning Objective. To train career interns in the technical ammunition aspects of land combat missiles and rockets. Instruction includes system description and operation as items of ammunition, packaging, shipping, handling, quality assurance, surveillance, maintenance, demilitarization, storage, and industrial safety with particular emphasis on explosive safety. Where applicable, practical exercises using training items are used.</p>	(160)
<p>c. Air defense Missile Course--Summary Learning Objective. To train career interns in technical ammunition functions related to air defense guided missiles and ammunition support to air defense sites. Instruction includes ammunition system description and operation, industrial and explosive safety, packaging, shipping, handling, quality assurance, surveillance, maintenance, demilitarization, and storage. Where applicable, practical exercises are used. Current developments in air defense missile systems are presented.</p>	(104)
<p>d. Chemical Surety Materiel--Summary Learning Objective. To provide the latest technical information on the properties and characteristics of lethal and incapacitating chemical agents, first aid, and self-aid procedures, methods of detection, decontamination and disposal, use of protective clothing and equipment, characteristics and functioning of chemical munitions, storage, and shipment of chemical-filled munitions, quality assurance, and safety procedures involving awareness that a class V chemical toxic munition is hazardous from both explosive and toxic aspects. Awareness of toxic and explosive safety includes preparation of necessary reports. Requirements of and specific documentation of the Chemical Surety Program and Chemical Accident and Incident Control Plans are presented. Training is provided to develop the capability of the career intern through practical exercises to identify chemical agents through use of field identification kits; properly inspect and use protective clothing; provide self-aid and first aid; perform quality assurance activities to include reports submission.</p>	(160)

e. Chemical Hazard Prediction--Summary Learning Objective. To train career interns through use of programmable calculators to calculate downwind hazard distance for chemical agent release. Instruction includes identification of the Maximum Credible Event (MCE) for chemical ammunition, an understanding of the effects of different breathing rates in adults and children when exposed to agent releases and the selection of the correct program for the calculators when different chemical hazards exist. (32)

5. Nuclear Weapons Ammunition. Career interns will display competence through written and practical examinations periodically throughout each course. 792

a. Basic Nuclear Weapons Course--Summary Learning Objective. To train career interns in the basic principles of nuclear weapons, surveillance quality audit of nuclear weapons materials, and related subjects in preparation for more advanced study of specific weapons systems. The Nuclear Weapons Surety Program's scope and purpose, organization and responsibilities, security criteria, standards for safeguarding nuclear weapons and components, and the selection and retention criteria for nuclear weapons personnel and the Personnel Reliability Program are presented. Such basic principles as radiation detection and protection, health hazards and safety, fuzing and firing, nuclear weapons surveillance, storage and transportation, electrical measurement, publications and administrative procedures, battery maintenance, safety devices, and safety standards, including nuclear, radiological, electrical, and explosive safety and plutonium limitations, are introduced. (160)

b. Nuclear Weapons Applications Course--Summary Learning Objective. To train career interns in surveillance, storage, safety, surety, inspection, assembly, packaging, demilitarization, and maintenance of nuclear weapons to include warhead maintenance (limited life component exchange). Subject matter includes--tool use, defect evaluation, packaging, pressurization, and emergency destruction. A majority of time is spent in practical exercises on each of the weapons systems. The scope of the practical exercise includes--function of components and sequence of operation; assembly, test, and storage procedures; nuclear radiological, electrical and explosive safety aspects and plutonium limitations; emergency procedures; assembly and disassembly operations; and locking devices, their purpose and function. Interns will be taught to properly conduct pre-operational surveys prior to each exercise to assure a safe and efficient operation. (452)

c. Nuclear Weapons Calibration Course--Summary Learning Objective. To train career interns to monitor the nuclear weapons test sets and torque tools. Subject matter includes-- (100)

## Appendix A--Continued

CONTENTS	TRAINING HOURS
an introduction to the Army Calibration Program; a review of basic electricity; voltage, current, resistance, and capacitance measurement; time interval and frequency measurement; nucleonics calibration; and practical experience in the use of the test sets involved in the calibration program for nuclear weapons. Interns are taught to place special emphasis on electrical and radiation safety during this course.	
d. Nuclear Accident/Incident Response and Assistance Operations Course--Summary Learning Objective. To provide detailed training in the techniques and skills necessary to cope with nuclear emergency and structure of matter, radioactivity, nuclear, radiation, and explosive safety, biological effects of radiation, nuclear reactors, firefighting, accident/incident reporting, and decontamination.	( 80 )
6. Ammunition Logistics. Career interns will display proficiency through written and practical examinations periodically throughout each course.	328
a. Technical Transportation of Hazardous Materials Course (MTMC-2)--Summary Learning Objective. To provide personnel detailed technical information pertaining to all phases of transportation of ammunition, explosives, and other dangerous articles by all modes of transportation. Emphasis is placed on regulations, planning, packaging, marking, labeling, loading, blocking, placarding, and documentation, and explosive safety/security in transport of ammunition, explosives, and other hazardous materials.	( 80 )
b. Math for Ammunition Quality Evaluation Course--Summary Learning Objective. To provide refresher training in fundamental mathematical operations; to include common and mixed fractions, decimal fractions, percentage, squares and square roots, and solution of simple algebraic formulas utilized in the Ammunition Quality Evaluation Course. An introduction to metrics is also included.	( 24 )
c. Ammunition Quality Evaluation Course--Summary Learning Objective. To train career interns in the use of statistical processes as applied to process and acceptance sampling techniques. Study encompasses descriptive and inductive statistics, probability, process control, and inspection by attributes and variables. This training applies to sampling inspection of maintenance activities at depots and load plants.	( 120 )

## Appendix A--Continued

CONTENTS	TRAINING HOURS
<p>d. Intermodal Dry Cargo/Convention for Safe Containers Reinspection Course--Summary Learning Objective. To train the career interns to reinspect intermodal dry cargo containers in accordance with Convention for Safe Containers standards. Course includes survey of test requirements analysis of Convention for Safe Containers inspection and explosive safety criteria and reporting requirements.</p>	(24)
<p>e. Army Ammunition Plant Surveillance Quality Assurance Course--Summary Learning Objective. This course provides the QASAS careerist or QASAS career intern with the information necessary to function effectively at a Government production base facility. The training emphasizes the legal and explosive safety responsibilities and constraints imposed by contract clauses and provisions. Additionally, process evaluation, product verification and sampling techniques, hazard identification of nonstandard and component ammunition, and transportation and security requirements are presented.</p>	(80)

## Appendix B

## ON-THE-JOB TRAINING

CONTENTS	TRAINING HOURS	POI PAGE REFERENCE
ON-THE-JOB TRAINING	1,204	
INDEX OF SUBJECTS		
A. COMPREHENSIVE LEARNING OBJECTIVES.		B-2
B. INTENSIVE OJT AT INSTALLATION/PDL. <sup>1</sup>	1,204	B-4
1. Nonacademic Time.	160	B-4
2. Rotational Assignments.	1,044	B-4

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<sup>1</sup> Conduct of this training will occur for the most part at the career intern's PDL.

Appendix B--Continued

A. COMPREHENSIVE LEARNING OBJECTIVES. Upon completion of OJT, the QASAS career intern will be required to demonstrate journey person competency in the following:

1. Forms and reports included in the GASAS function.
2. Shipping, receiving, and storing operations.
3. Analysis of storage structures as to explosive safety, security, environment, and other factors.
4. Inspection and test of lightning protection and grounding systems.
5. Inspection procedures for all types of ammunition, components, and associated materials.
6. Organization and missions of the QASAS directorate or ammunition surveillance organization as appropriate.
7. Department of the Army modification work orders (DAMOW) and modification work orders (MWO).
8. Calibration functions and activities.
9. Nuclear and chemical surety programs.
10. Explosive safety in ammunition commodities and all phases of ammunition operations.
11. Ammunition logistical support activities.
12. Ammunition manufacturing techniques and methods.
13. Ammunition maintenance and renovation operations.
14. Ammunition demilitarization programs and procedures.
15. Preparation of SOPs.
16. Preparing, distributing, and maintaining ammunition inspection report and publication files.
17. Defining the mission and functions of a special weapons activity, to include maintenance and supply.
18. Defining the Nuclear Surety Program and the responsibilities of the surety officer.
19. Properly assigning condition codes to nuclear weapons and nuclear weapons repair parts based upon inspection reports and applicable technical manuals.



Appendix B--Continued

20. Properly assigning condition codes to missile, chemical, and conventional ammunition based upon inspection results and applicable references.

21. Properly implementing policy and procedures directed by higher headquarters.

## Appendix B--Continued

CONTENTS	TRAINING HOURS
B. INTENSIVE OJT AT INSTALLATION/PDL.	1,204
1. Nonacademic Time. This includes commander's time, holidays, annual leave, and sick leave.	160
2. Rotational OJT Assignments. Upon completion of this aspect of training, the career intern must demonstrate capability to-	1,044
a. Identify and prepare forms related to accomplishment of the QASAS function.	
b. List, describe, and accomplish operations involved in shipping, storing, and receiving activities to include explosive safety and security in accordance with appropriate regulations and manuals.	
c. Perform environmental and safety analysis of storage structures, in accordance with explosive safety regulations and applicable storage drawings and publications.	
d. Identify requirements for and conduct tests of lightning protection and grounding systems.	
e. Identify sources of information for accomplishing inspections relating to initial receipt, storage monitoring, periodic, pre-issue, quality audit, acceptance, special, verification, and basic load; and to conduct surveillance function tests and stockpile laboratory tests. The career intern must perform these inspections using the appropriate sources. Also, the career intern must determine explosive safety limits, personnel limits, tool and materiel requirements in performance of these inspections.	
f. List and define the organizational structure and mission of the surveillance organization at an ammunition depot and identify the roles of depot activities that support the surveillance program.	
g. Describe the process by which DAMWOs and MWOs are prepared, maintained, accomplished, and reported.	

## Appendix B--Continued

CONTENTS	TRAINING HOURS
h. Monitor calibration activities in accordance with the appropriate calibration manuals.	
i. Relate the various techniques and methods employed in the manufacturing of ammunition.	
j. Prepare SOPs for various ammunition surveillance operations, and review those prepared by other depot ammunition activities for adequacy.	
k. Observe and evaluate ammunition demilitarization operations for safety practices and completeness.	
l. Certify demilitarized materiel.	